



JOB OPPORTUNITY

Accounting Technician Financial Management Branch

The new Department Of Technology Services has a permanent, full-time opening for an Accounting Technician. The position is located in the Financial Management Branch, Administration Division.

Essential Functions:

- Process, audit and verify for mathematical accuracy, invoices and travel expense claims received for payment
- Enter invoice information into an automated invoice tracking database
- Code expenditures for budgetary control
- Schedule invoices for payment and prepare claim schedules
- Initiate Revolving Funds checks for the following: advance payments, travel expense claims and salary advances
- Distribute Regional Transit Monthly passes and tickets
- Maintain various databases including: Claim Schedule Systems, Cash Receipts, Disbursement System and Invoice Log
- Maintain the check register in excel database
- Make various trips for state business

Desirable Qualifications:

- Familiarity with PC and database applications;
- Self-motivated and willing to initiate and implement new ideas in the work environment;
- Ability to communicate and work effectively and professionally with departmental staff, customer departments and the private sector;
- Quick learner, responsible and excellent attendance

--FREE PARKING--

Applications will be accepted only from individuals currently at the **Accounting Technician** level, or applicants who have transfer or promotional eligibility. Applications will be screened based on desired qualifications, and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. **Final File Date: Until Filled.** Interested applicants must submit a State application to:

**DEPARTMENT OF TECHNOLOGY SERVICES
P. O. BOX 1810
Rancho Cordova, CA 95741-1810
Attention: Lisa Rios/RPA No. 05-155
Phone Number: (916) 464-4270**

It is the objective of the State of California to achieve a drug-free state work place, any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

Telephone Relay Service for the deaf or hearing impaired: TDD Phone (800) 735-2929; Voice Phone (800) 735-2922

THE DEPARTMENT OF TECHNOLOGY SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER
"Equal employment opportunity to all regardless of sex, race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation."